SHORELINE
PUBLIC SCHOOLS

Shoreline School District
Student Services
Shoreline, Washington 98155-2148

IMPARTIAL HEARING PROCEDURE

1. The parent requests an impartial hearing by filing a written request with the district Section 504 Coordinator. The District 504 Coordinator is:
   Trish Campbell, Executive Director of Student Services
   18560 1st Ave N.E.
   Shoreline, WA 98155-2148
   206.393.4239

2. The District 504 Coordinator arranges for an impartial hearing officer.

3. Either the 504 Coordinator or the hearing officer gives notice of the time and place of the hearing at least 10 calendar days before the hearing.

4. The hearing officer holds a telephone conference with the parties to clarify the issues at least 7 calendar days before the hearing.

5. The parties will provide any documents or other evidence they plan to present at the hearing to the other party and the hearing officer at least 5 business days before the hearing.

6. Both parties have the right to be accompanied and advised by counsel or another representative.

7. The parties will not communicate with the hearing officer about any issue of fact or law unless the other party has notice and opportunity to participate in the communication.

8. The parents present their arguments and evidence first, followed by the school district.

9. The hearing will be recorded by mechanical device or by certified court reporters.

10. The hearing officer will issue a decision in writing after considering the whole record, but not more than 15 school days after the district received the hearing request.